



City of SeaTac  
Finance Department  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605  
Ph: (206) 973-4880

# Business License Application

ALL LICENSES EXPIRE MARCH 31

## Annual License Fees (effective January 1, 2017)

*\*Fees are prorated after October 1 to 50% of annual fee\**

Home Occupation: \$50

Out-of-City Business: \$150

In-City Business: Determined by FTEs (see below)

(0-10 FTEs): \$100, (11-50 FTEs): \$250, (51-100 FTEs): \$1500,

(101-500 FTEs): \$4750, (501-1000+ FTEs): \$9500

*FTEs: Full Time Employees (30 or more hours per week)*

FOR CITY USE ONLY

New      Renewal

License #  
\_\_\_\_\_

The City of SeaTac Municipal Code (SMC) Section 5.05.020 requires that every business operating within the City limits obtain a business license from the City Finance Department. Each year, all current businesses are required to renew their license by April 1. Failure to pay fees by April 1 will result in penalties, per SMC 5.05.110. In addition, if there are any changes to the business address, nature of business, ownership, or if you discontinue business activity within SeaTac, you MUST notify the Finance Department at (206) 973-4880. This validated form and payment of annual fee is proof of application only and is not a license to do business. Applications are accepted only by mail or in person at SeaTac City Hall.

BUSINESS NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

# OF FULL TIME EMPLOYEES:

*(30 or more hours per week)*

**Required for In-City Businesses – This will determine your license fee**

Has this business ever been licensed in SeaTac?

If so, what was the license number?

TYPE OF BUSINESS:

DESCRIBE BUSINESS ACTIVITY IN DETAIL:

UBI #

*(SeaTac Location Code #1733)*

Date business will begin operating  
in SeaTac:

Will this business have a facility located within  
SeaTac city limits?

( ) YES ( ) NO

CONTRACTOR LICENSE #:

*(Registration through Department of Labor and Industries)*

Will this business operate out of a SeaTac  
residence?

( ) YES ( ) NO

CHECK ONE: ( ) Sole Proprietor ( ) Partnership ( ) Corporation ( ) Limited Liability Corporation ( ) Non-Profit  
List Owners, Partners, or Officers (use additional sheets if necessary)

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

I CERTIFY THE INFORMATION CONTAINED HEREIN IS CORRECT. I UNDERSTAND THAT ANY UNTRUE STATEMENT IS CAUSE FOR REVOCATION OF MY LICENSE.

APPLICANT SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRINT NAME / TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMERGENCY CONTACT- AFTER BUSINESS HOURS:  
(for use by Fire & Police Departments)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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**City of SeaTac  
Finance Department  
4800 S 188<sup>th</sup> St  
SeaTac, WA 98188  
Ph: 206-973-4880**

# MOBILE FOOD VENDOR

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Dear Business Owner:

Thank you for your interest in applying for a Mobile Food Vendor License. The City of SeaTac allows for mobile food vendors to conduct business within the corporate limits of the City of SeaTac in accordance with SeaTac Municipal Code (SMC) 5.55.

A “mobile food preparation van” or “food truck” means a commercially manufactured motorized vehicle or trailer in which ready-to-eat food is cooked, wrapped, packaged, process or portioned for service, sale or distribution. A separate business license is required for each mobile food preparation vehicle. Mobile food vending on public streets and public rights-of-way within the limits of the City shall not be permitted, unless approved as an authorized participant in a City-approved right-of-way use permit. For more information on mobile food truck regulations, refer to SMC 5.55.060.

All mobile food vendor applications must be reviewed by the appropriate City departments and site inspections may be conducted. The processing time for a complete application is usually four to six weeks, but may take longer for some sites. If you have any questions, please contact the appropriate City department:

- |   |              |
|---|--------------|
| • Finance Department                                  | 206-973-4880 |
| • Community and Economic Development (CED) Department | 206-973-4750 |
| • Police Department                                   | 206-973-4900 |



# MOBILE FOOD VENDOR APPLICATION CHECKLIST

Name of Mobile Food Vendor: \_\_\_\_\_

**Please provide information about the property/business space that will be hosting the proposed mobile food vendor:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

*All of the following items on this checklist must be completed and provided to the City before your application can be reviewed*

<b>MOBILE FOOD VENDOR CHECKLIST</b>		<b>APPLICANT</b>  (check if provided)	<b>CITY</b>  (check if received)
1	A completed City Business License Application.		
2	A photograph of the vending unit, proposed signs, and any equipment.		
3	A completed Property Owner consent form (see attached)		
4	Written approval by the King County Health District that the food preparation and service complies with Health regulations		

5	<p>A Site Plan of the site layout, depicting the following:</p> <ul style="list-style-type: none"> <li>• Ingress and egress; and</li> <li>• Location of the vending unit on the property on which food will be offered for sale.</li> <li>• Number of parking stalls occupied by vehicle; include pedestrian lines/waiting areas</li> </ul> <p>(See attached example)</p>		
6	A copy of a current Washington State Vehicle registration.		
7	A written plan documenting appropriate disposal of wastewater generated by the vending unit. Grease shall be properly disposed of per adopted Washington State health regulations.		
8	Documentation that the vending unit has been approved by the State of Washington Department of Labor and Industries.		



## PROPERTY OWNER CONSENT FORM

I, \_\_\_\_\_, am proposing a mobile food business at location:  
(Name of Applicant)

\_\_\_\_\_  
(Address of Food Truck)

I, \_\_\_\_\_, am the owner of the property located at the above  
(Name of Property Owner)

address. I hereby, give my consent to the above applicant to operate a mobile food business on my  
property and allow this mobile food vendor's staff to use the facility restrooms.

\_\_\_\_\_  
**PROPERTY OWNER SIGNATURE**

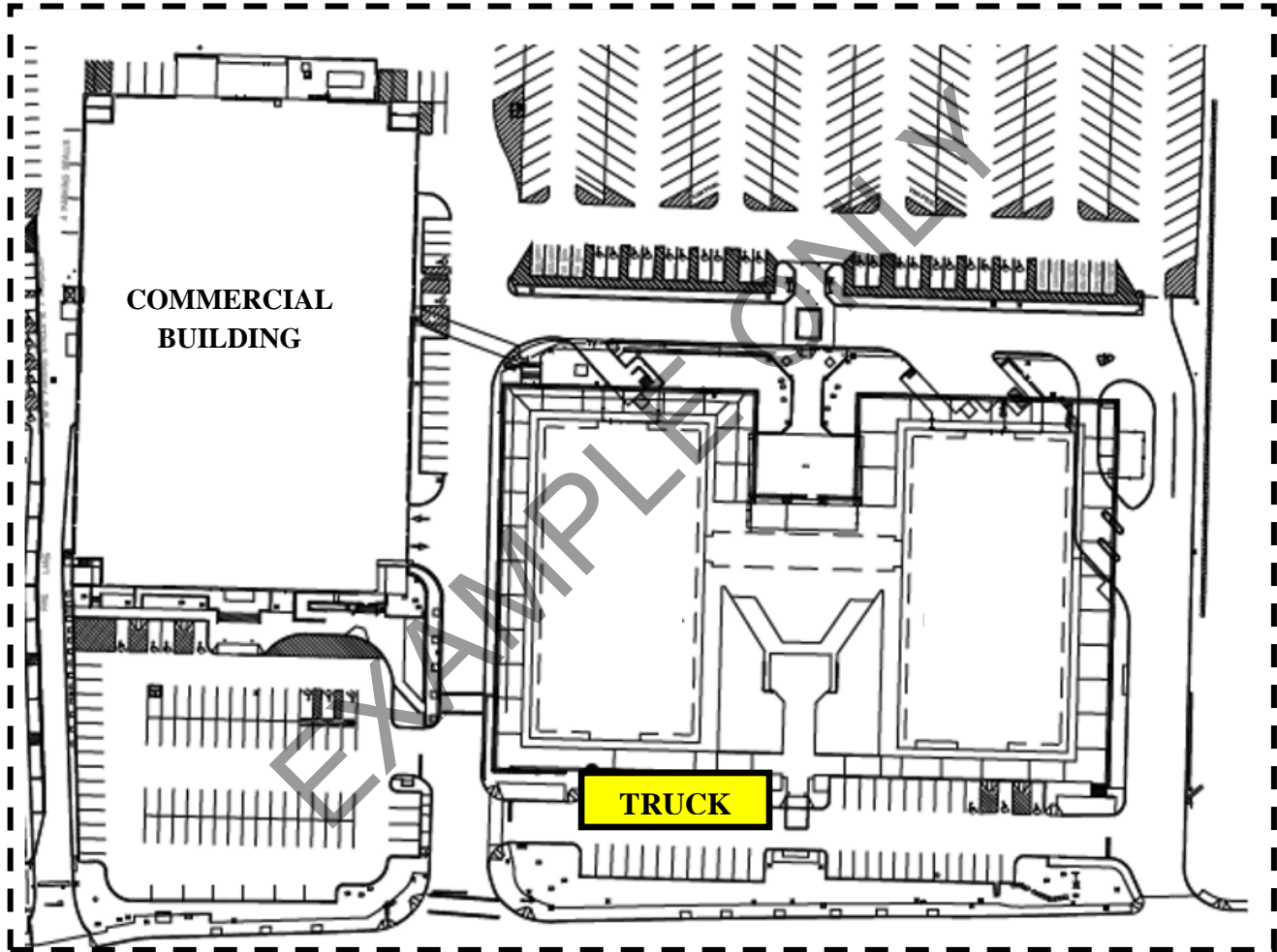
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**



# MOBILE FOOD VENDOR SITE PLAN EXAMPLE

STREET NAME



Be sure to include the following information on the Site Plan:

1. Ingress and egress
2. Location of vending unit
3. Number of parking stalls occupied (include pedestrian lines/waiting areas)

**1 INCH = 20 FEET**

